

.....  
Specification for the Class:

HISTORIC RESOURCES SPECIALIST  
(Archaeology/Architectural History)

**DISTINGUISHING CHARACTERISTICS**

This class reflects responsibility for coordinating and facilitating the preparation of applications, required by the National Historic Preservation Act (NHPA), Section 106, and Chapter 6E, Hawaii Revised Statutes (HRS), for approval by the lead federal agency (e.g., U.S. Department of Transportation Highways Administration) and the State's Historic Preservation Office (SHPO). Agencies that receive funding from federal agencies to carry out projects, e.g., repair a bridge, or build a highway, are required to successfully address NHPA, Section 106, and its implementing regulations 36 CFR Part 800,<sup>1</sup> and Chapter 6E, HRS, and its implementing regulations HAR 13-275.<sup>2</sup> This may require that they conduct reviews to identify historic properties and cultural artifacts in the project area; assess the effect of the project on identified historic properties and cultural artifacts, and resolve adverse effects by identifying alternatives to avoid, minimize or mitigate adverse effects of the project.

The work primarily involves reviewing, preparing and/or monitoring the completion of studies and the preparation of reports required, for accuracy, completeness and compliance with the requirements of the federal and State review processes; monitoring the progress of the department's applications and reports as they proceed through the historic preservation review process; and monitoring departmental projects to ensure compliance with approved archaeological, monitoring and preservation plans.

Positions allocated to this class are focused on either archaeological or architectural historical aspects of the historic preservation review process. The area of focus shall be designated for each position, e.g., Historic Resources Specialist (Archaeology). Such designation shall determine the minimum qualification requirements that will be applied.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed. The scope and level of complexity of assigned duties are commensurate with the scope and level of complexity of work reflected in each class.)*

---

<sup>1</sup> Code of Federal Regulations Title 36, Part 800

<sup>2</sup> Hawaii Administrative Rules Title 13, Chapter 275

1. Prepares or monitors the preparation of documents necessary to submit for approval by the lead federal agency and the State Historic Preservation office, (e.g., acceptable assessments, inventory survey reports, monitoring plans and data recovery and preservation plans) as required by federal and State laws and regulations.
2. Ensures that all historic properties affected by the department's projects are properly identified so as to enable their inclusion in the SHPO database of historic places.
3. Contributes to relevant historic preservation portions of conservation district use applications, environmental impact statements, county permit requests and other government requests that are required for department projects.
4. Participates in the negotiation and development of agreements with federal agencies and SHPO, while representing the interests of the department.
5. Monitors construction projects to ensure compliance with approved archaeological monitoring and preservation plans. When non-compliance is identified, assists in determining mitigative corrective action, and informs supervisor of action taken.
6. Reports to SHPO inadvertent burial discoveries within timeframes set forth in State laws. Works as a liaison between the department, project contractors and SHPO to ensure thorough and prompt resolution of the discovery.
7. Prepares reports to respond to public and governmental inquiries made to the department.
8. Develops historic preservation review training modules for departmental staff and contractors.
9. Participates in meetings, conferences and other venues for the purpose of disseminating or exchanging information.
10. Monitors the progress of the department's archaeological applications and reports as they proceed through the historic preservation processes. Reports the progress of approvals on a regular basis to supervisors and project managers.
11. Documents and maintains a record of the results of the department's applications and reports, and all pertinent decisions, recommendations, and investigations.

**COMPETENCIES REQUIRED:** *(The competencies required to effectively perform the key duties of these classes are indicated in the following table. The degree of each competency required is commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

**"P"** indicates a prerequisite competency, which must be brought to the job.

**"A"** indicates a competency that is required for full performance that may be acquired on the job, within the probationary period.

COMPETENCIES	PREREQUISITE/ ACQUIRED
READING: Understand and interpret complex written material, including laws, rules, regulations and policies.	P
WRITING: Prepare reports and other written material that is appropriate for the intended audience; use correct English grammar, punctuation and spelling; communicate information in a succinct and organized manner.	P
ORAL COMMUNICATION: Express information to individuals and groups effectively, taking into account the audience and nature of the information.	P
DECISION MAKING: Make sound, well-informed and objective decisions; perceive the impact and implications of decisions.	P
PROBLEM SOLVING: Identify problems; analyze problems logically and systematically; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives and to make recommendations.	P
REASONING: Identify rules, principles or relationships that explain facts, data or other information; analyze information, make correct inferences and draw accurate conclusions.	P
INFORMATION MANAGEMENT: Identify a need for and gather information from appropriate sources; organize information to facilitate analysis and decision making.	P
INTERPERSONAL SKILLS: Deal effectively with others; establish and maintain effective working relationships with others; treat others with courtesy and tact.	P
TECHNICAL COMPETENCE: Understand and apply archaeological or architectural history principles, practices, methods and techniques.	P

COMPETENCIES	PREREQUISITE/ ACQUIRED
ORGANIZATIONAL AWARENESS: Understand and apply laws, rules, policies and procedures regarding historic preservation review requirements, including Section 106 of the National Historic Preservation Act.	A

### **MINIMUM QUALIFICATION REQUIREMENTS**

In accordance with 36 CFR Part 800, applicants must meet the Secretary of the Interior's Professional Qualification Standards for one of the following areas.

ARCHAEOLOGY - Applicants for positions designated Historic Resources Specialist (Archaeology) must possess a graduate degree in archaeology, anthropology, or closely related field; and

1. At least one (1) year of full-time professional experience or equivalent specialized training in archaeological research, administration or management; and
2. At least four (4) months of supervised field and analytic experience in general North American archaeology; and
3. Demonstrated ability to carry research to completion.

ARCHITECTURAL HISTORY - Applicants for positions designated Historic Resources Specialist (Architectural History) must possess:

1. A graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or
2. A bachelor's degree in architectural history, art history, historic preservation or closely related field, and one of the following:
  - a) At least two (2) years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or
  - b) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

### **Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

### **Selective Certification**

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

### **Tests**

Applicants may be required to qualify on an appropriate examination.

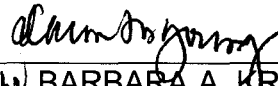
### **Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

-----

This is the first specification for the new class HISTORIC RESOURCES SPECIALIST.

DATE APPROVED: 5/17/2012

  
\_\_\_\_\_  
BARBARA A. KRIEG, Director  
Department of Human Resources Development